

Women's Comprehensive Care Improvement Project

Department of Health and Social Services – Program 60

I. PROGRAM OBJECTIVES

The project objectives are 1) to create a client-centered, risk-based, coordinated, comprehensive service system that supports a woman in her efforts to seek and/or maintain health and well-being; 2) enhance the community health center service “system responsiveness” for women; 3) increase Anchorage community partnerships and awareness of the Project’s goals and activities; and 4) collect data and information to a) determine the impact and effectiveness of trial changes and b) scope of on-going needs among reproductive age women for program planning and project replication purposes.

II. PROGRAM PROCEDURES

Federal funds are appropriated for this three-year grant directly to the State of Alaska, Section of Maternal, Child, and Family Health (MCFH) as the primary grantee. MCFH then grants funding to a local community health center, based in Anchorage, as a partner in meeting the goals and objectives of the grant. It is expected that both MCFH and the grantee will have supplementary revenue sources in addition to this federal grant.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Both MCFH and the grantee are funded through state (in-kind) and federal funding. Expenses are related to staff salaries and benefits, equipment, outreach, supplies, training and transportation. Funds are to be used in the above categories as identified in the approved budget and special conditions.

Suggested Audit Procedures

Review:

1. Contract or final Notification of Grant Award (NGA) including all conditions;
2. Grant/contract revisions and related transmittal letters;
3. Licenses, certifications, and approvals;
4. Budget documents including final revised budget and budget narrative; and

5. Test financial and related records and determine that funds expended were for purposes specified in the grant/contract.

Compliance Requirements

Costs allowed or unallowed under this program are determined by 7 AAC 78 as well as contract or budget document and special conditions.

Suggested Audit Procedures

- Review Department of Health and Social Services' grant regulations 7 AAC 78 and budget documents;
- Test financial and related records to determine the appropriateness of cost per 7 AAC 78; and
- Determine whether expenditures are within the budget limits prescribed by 7 AAC 78.260(e)(1).

B. ELIGIBILITY

Compliance Requirement

There are no eligibility requirements for this grant.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

The grantee must submit quarterly activity and expenditure reports no later than thirty days after the close of each quarter or as specified in the grant.

Suggested Audit Procedures

Confirm that:

- such reports are being filed in a timely manner;
- reported revenues and expenditures agree with the grantee's general ledger;
- expenditures are within the budget limits or contract provisions.

Compliance Requirements

Agency Audited Financial Statements must present a statement of revenue and expenditures for the grant award. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and expenditures, and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedure

Review audited financial statements for compliance with above.

Compliance Requirement

The grantee must show clearly on their audited financial statement any outstanding liability to the state as payable to the state. This includes unspent grant funds or disallowed costs.

Suggested Audit Procedures

- Determine whether or not the agency has any outstanding liability to the state; and
- Review audited financial statements to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The grantee must act upon any recommendations made by program site review.

Suggested Audit Procedures

- Obtain copy of program site review; and
- Determine if recommendations in the site review are being implemented.

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